



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEMPORARY AID II	16	H	9.491
TEMPORARY AID I	12	H	9.492

SERIES CONCEPT

Temporary Aids perform simple, routine, manual/clerical tasks for a department on a temporary, seasonal, or intermittent short-term basis.

Incumbents perform limited clerical/manual tasks such as assisting students with completing registration forms, distributing registration packets, setting up chairs, washing laboratory glassware, conducting orientation tours, stocking shelves, pricing books, and other tasks of an unskilled nature requiring limited judgment or knowledge of the overall operations.

CLASS CONCEPTS

TEMPORARY AID II

Under immediate supervision on a temporary, seasonal, or intermittent basis, performs a variety of unskilled manual and/or clerical tasks in the capacity of a lead worker capable of providing assistance to other Temporary Aids.

TEMPORARY AID I

Under immediate supervision on a temporary, seasonal, or intermittent basis, performs simple manual and/or clerical work requiring little or no judgment. This is the journey level in this series.

This class is distinguished from the Temporary Aid II level by its performance of only one or two simple manual and/or clerical tasks requiring little or no independent judgment, advanced education, or skills.

MINIMUM QUALIFICATIONS

TEMPORARY AID II

EDUCATION AND EXPERIENCE:

Three months of experience performing simple manual and/or clerical tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to apply basic regulations and procedures appropriate to the position.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read and write and follow simple directions.

TEMPORARY AID I

EDUCATION AND EXPERIENCE:

Courses at the high school level and/or work experience that provided the applicant with the ability to read and write and follow simple oral or written instructions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the proper and businesslike manner of dealing with the public and co-workers.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read and write and follow simple directions. Ability to adapt to the world of work. Ability to perform routine and repetitive work tasks.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.491</u>	<u>9.492</u>
ESTABLISHED:	6/14/72	6/14/72
REVISED:	2/16/73	2/16/73
REVISED:	4/14/87	4/14/87
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC